



CAREER OPPORTUNITY

District Director GS-340-14/15

ANNOUNCEMENT NO.: 04-DD-809

OPENING DATE: 06/18/2004

CLOSING DATE: 07/02/2004

Applications **must** be received by the closing date

POSITION: District Director, GS-340-14/15
(The Full Performance Level of the position is GS-15)

SALARY: GS-14: \$74,335 - \$96,637 per annum (plus locality pay)
GS-15: \$87,439 - \$113,674 per annum (plus locality pay)

LOCATION: Multiple Locations Nationwide: Boston, Massachusetts; Hartford, Connecticut; San Antonio, Texas; Seattle, Washington.

AREA OF CONSIDERATION: Any U.S. Citizens

Competitive Status is not required

US Citizenship is required

This position is a permanent position with a full-time work schedule

This position is designated as regular funded

**RELOCATION EXPENSES WILL BE PAID ACCORDING TO FEDERAL REGULATIONS.
SELECTEES WILL BE TEMPORARILY ASSIGNED FOR ORIENTATION IN WASHINGTON, DC FOR
UP TO 2 MONTHS.**

The U. S. Small Business Administration, established in 1953, provides financial, technical and management assistance to help Americans start, run, and grow their businesses. With a portfolio of business loans, loan guarantees, and disaster loans worth more than \$45 billion, the SBA is the nation's largest single financial backer of small businesses. Last year, SBA offered management and technical assistance to more than one million small business owners. The SBA plays a major role in the government's disaster relief efforts by making low-interest recovery loans to both homeowners and businesses. America's 24 million small businesses employ more than 50 percent of the private workforce, generate more than half of the nation's gross domestic product, and are the principal source of new jobs in the U. S. economy.

DUTIES

SBA is seeking exceptional business leaders to serve as District Directors. District Directors are responsible for leadership, strategic planning, innovative marketing and outreach of SBA programs, successful business relationships, and economic development.

A District Director serves as the Agency's senior representative of the SBA in his or her jurisdiction. A District Director exercises leadership and management skills; develops, implements and evaluates marketing and outreach plans; establishes and maintains a positive relationship with local representatives, the media, and high level officials both in the public and private sector; ensures practical use of technology and its applications; implements all SBA programs and activities assigned to the office; and is responsible for internal administrative operations.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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CONDITION OF EMPLOYMENT

It is SBA policy to periodically rotate key management officials who deal directly with the administration of SBA funds, policies, and program delivery. The candidate selected for this position will be subject to the conditions and policies of the SBA rotational program and will be required to sign a District Director mobility agreement before entering this position. If you do not sign the agreement, you will not be placed into the position.

MINIMUM QUALIFICATION REQUIREMENTS

You must have one year of specialized experience which is in or directly related to the line of work of the position to be filled and which has equipped you with the particular knowledge, skills and abilities to successfully perform the duties of the position. Specialized experience must have been at least equivalent to the next lower grade level in the Federal service. Current Federal employees must meet the time-in-grade requirement within 45 day of the closing date. Experience may have been gained in the public or private sectors.

GS-15: specialized experience must demonstrate that the applicant has been responsible for directing the work of a multi-program and/or multi-division operation. The operation should include at least some of the following: marketing and outreach; management assistance; community and business development; financial assistance; credit/lending; procurement; internal support (i.e., human resources, information systems management, and administrative support functions).

GS-14: specialized experience must demonstrate that the applicant has experience as a line supervisor of a program or operation where the program/operation was broad in scope having several distinct functional areas, impacting on external organizations.

SELECTIVE PLACEMENT FACTORS:

In order to meet the minimum qualification requirements, you must demonstrate that you possess the following selective placement factors. You must submit a statement of **no more than one page total**, in addition to your application or resume, which addresses how you:

1. Demonstrated leadership in an entrepreneurial venture or demonstrate an entrepreneurial approach to management and leadership (experience with a multi-faceted business/organization with a diverse customer base). Experience may have been gained in the public or private sectors.
2. Have significant supervisory/leadership experience over a multi-divisional organization.

QUALITY RANKING FACTORS (QRFs)

Using information provided within your application/resume, the Office of Human Capital Management (OHCM) will determine if you meet qualification requirements. If you are found to be qualified, responses to the following QFR's will be used to **rank** your experience. The ranking process is used to distinguish the "best qualified" applicants from "qualified" applicants. To receive full credit when addressing QRFs, applicants should submit a narrative description of their experience, education, training, etc, relative to each QRF. To receive full consideration you must submit a statement of **no more than three pages total**. Each factor **must** be addressed individually and separate from your application/resume. Failure to address the following QRFs may result in not receiving full consideration for the position. Please provide information in the following order:

1. Demonstrated entrepreneurial experience.
2. Leading Change - Ability to develop and implement an organizational vision to balance change and to create a work environment that encourages creative thinking.
3. Leading People - Ability to apply human resource strategies, effective supervision and accomplish EEO objectives.
4. Results Driven - Ability to make timely and effective decisions and produce results.
5. Business Acumen - Ability to acquire and administer internal administrative operations in and to

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- use new technology to enhance decision-making.
6. Building Coalitions/ Communications - Ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally.

OTHER INFORMATION:

SBA is an Equal Employment Opportunity Employer.

If selected, you will be required to provide documents proving that you are eligible to work in the United States.

If you are a male born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Satisfactory completion of a background investigation is required for issuance of a security clearance.

An employee selected from a competitive register must serve a one-year probationary period and may be terminated because of work performance or conduct during this period or for failing to demonstrate fitness or qualifications for continued employment (5 CFR 315.804).

If selected, you may be required to serve a one year supervisory/managerial probation period.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.

HOW TO APPLY:

You must indicate on your application the location and grade level you are applying for. A separate application is required for each location.

Individuals who are current career or career-conditional employees in the Federal service or are eligible for reinstatement to the Federal service (check <http://www.usajobs.opm.gov/faqs.asp> to see if you are eligible) have competitive status and may be considered under both competitive examining and SBA's Merit Promotion and Placement Plan. (A copy of an SF-50 reflecting competitive status **must** be submitted with your application/resume in order to be considered as a status employee.)

Status applicants who wish to be considered under both procedures **must** submit two complete applications. When only one application is received from a status applicant, it will be considered under SBA's Merit Promotion and Placement Plan only.

Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, persons eligible under the Veterans Recruitment Appointment (VRA) may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.opm.gov/veterans/index.asp> (Veterans); http://www.opm.gov/disability/appempl_3-11.asp (Disability); <http://www.opm.gov/employ/luevano.htm#Outstanding> (Outstanding Scholar Program).

Veteran preference eligibles and veterans honorably separated from the armed forces after substantially completing 3 years or more of continuous service may apply. You must indicate on your application or resume that you are eligible under the Veterans Employment Opportunity Act (VEOA), as amended, and include proof of your veteran's preference or military service.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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Individuals who do not have competitive status and who are not eligible under a special appointing authority will be considered under competitive examining procedures only. Status employees who do not submit documentation to reflect competitive status, will be considered under competitive examining procedures only.

Veteran preference only applies to applications applying under competitive examining procedures. You must attach a copy of your DD-214 to your application in order to receive veterans' preference. Information about veteran preference is available at <http://www.opm.gov/veterans/index.asp>.

The time-in-grade requirement only applies to current Federal employees applying under SBA's Merit Promotion and Placement Plan.

You may use any written format you choose to apply for this position. However, your application or resume must provide your **Social Security Number** as well as all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.asp>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, you will lose consideration for the job. You should also submit:

- Supplemental statement that provides examples of your experience which address the Quality Ranking Factors (QRFs) used in the ranking process. The supplemental statements must address all the QRFs described above. **The factors must be addressed individually and may not exceed three pages total.** If the supplemental statement exceeds one page per QRF, only the first page of each factor will be considered in the evaluation process.
- If you are a current Federal employee, your most recent annual performance appraisal.
- If you are a current or former Federal employee, your most recent SF 50, Notification of Personnel Action reflecting your highest competitive grade held and status.
- If you claim 5-point veteran preference, submit your DD Form 214, Certificate of Release or Discharge from Active Duty.
- If you claim 10-point veteran preference, submit a SF 15, Application for 10-Point Veteran Preference and the proof as required by that form. The SF 15 is available at <http://www.opm.gov/forms/index.htm>.

If you are applying for special selection priority under SBA's Career Transition Assistance Plan (CTAP) (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (ICTAP) (see <http://www.opm.gov/ctap/> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are a surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.

If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of the Notification of Personnel Action (SF 50) which shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.

If you are applying for special selection under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.

To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the position, including any selective factors, and receive at least two-thirds of the total possible points for the Quality Ranking Factors.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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All applications must be **received** in the Office of Human Capital Management by the closing date of this announcement. Only material requested by the announcement will be used to rate your application. Your application will NOT be returned to you. Application packages should be delivered to:

U.S. Small Business Administration
Announcement #04-DD-809
Office of Human Capital Management
Personnel Services Division
721 19th Street, Suite 392
Denver, CO 80202

Applications will be accepted from faxes. Applications may be faxed to 202-481-0940. Applications may also be forwarded as attachments to e-mails and sent to the SBA HR mailbox at denverhrjobapplications@sba.gov. Please include announcement number in subject line. Please do not attempt to transmit elaborate forms or complex fonts. Documents in "Word" attached to your e-mail will be most easily retrieved in our office. Please include the vacancy announcement number in the subject line of your e-mail. Please indicate in your e-mail whether additional documents (e.g., performance appraisal and SF 50) will be faxed.

EVALUATION CRITERIA

If you meet the minimum qualification requirements, you will be evaluated on:

Quality Ranking Factors (all applicants)

Training completed in the last 5 years (for Merit Promotion only)

Awards received in the last 3 years (for Merit Promotion only)

Your most recent annual performance rating of record (for Merit Promotion only)

Veteran preference (for Competitive Examining only)

WHERE TO GET ADDITIONAL INFORMATION

The Optional Application for Federal Employment (OF 612) is available at <http://www.opm.gov/forms/html/of.asp>.

The SBA provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the person named above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Hearing impaired individuals who need assistance may call the Federal Information Relay Service at 1-800-877-8339.

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